



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 4651.2A

14

3 Jun 2013

NAVCRUITDIST NEW ORLEANS INSTRUCTION 4651.2A

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: INVENTORY AND CONTROL OF APPLICANT SHUTTLE/BUS TICKETS

Encl: (1) Sample NAVCRUIT 4650/2, Bulk Ticket Order Control Log
(2) Authorized Transcore, Inc. routes for transport to
Military Entrance Processing Station within District

1. Purpose. To establish uniform procedures for the procurement, issuance, accountability, and use of shuttle/bus tickets for applicant travel within Navy Recruiting District (NRD) New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 4651.2.

3. Discussion. The procedures contained herein are prescribed in order to standardize the method of control for shuttle/bus tickets issued to applicants by NRD New Orleans personnel. UNDER NO CIRCUMSTANCES WILL AN APPLICANT BE PUT ON THE SHUTTLE/BUS WITHOUT A PROPER TICKET.

4. Responsibilities.

a. Logistic Support Officer (LSO): LSO will be responsible for the overall procurement of shuttle/bus tickets to be issued to Navy Recruiting Stations (NRS) throughout the NRD. These tickets will, in-turn, be issued to applicants/Future Sailors for travel from various points throughout the NRD to the nearest NRD New Orleans, Military Entrance Processing Station (MEPS).

b. Division Officer (DIVO)/Division Leading Chief Petty Officer (DLCPO): The DIVOs/DLCPOs are the only NRD personnel authorized to order shuttle/bus tickets from Transcor, Inc. Tickets can be ordered through Transcor, Inc. at 1-800-633-5063 between the hours of 0800 and 1700, Monday thru Friday.

(1) The DIVOs/DLCPOs will record the receipt of each shuttle/bus ticket order on the Bulk Ticket Order Control Log, enclosure (1), and will retain the receipt and Bulk Ticket Order Control Log for audit purposes.

(2) DIVOs/DLCPOs receiving shuttle/bus tickets will be responsible for taking proper security measures to ensure that shuttle/bus tickets are adequately protected and that shuttle/bus usage is properly authorized and documented.

(3) DIVOs/DLCPOs will be overall responsible for the distribution, assignment and proper usage of the shuttle/bus tickets by their respective NRS's.

c. NRS Leading Chief Petty Officers (LCPO)/Leading Petty Officers (LPO): LCPOs/LPOs must request shuttle/bus tickets via their DIVO/DLCPO if they intend to utilize Transcor, Inc. to transport either an applicant/Future Sailor to MEPS for processing or shipping to Recruit Training Command (RTC). The DIVOs/DLCPOs are the only NRD personnel authorized to order shuttle/bus tickets from Transcor, Inc.

(1) LCPOs/LPOs are responsible for ensuring that the applicants/Future Sailors processing kits and records are correct and complete prior to requesting shuttle/bus tickets.

(2) LCPOs/LPOs must ensure that all applicants/Future Sailors are present at their appointed place of departure on time, in appropriate attire and properly briefed regarding behavior prior to departure.

(3) LCPOs/LPOs must ensure that arrangements have been made and confirmed for all applicants/Future Sailors to be picked up from MEPS and returned to the appropriate NRS.

5. Action.

a. Each DIVO/DLCPO is responsible for receiving training by a Transcore, Inc. training specialist on the proper login, procedures and processing of shuttle/bus tickets via the Transcore, Inc. website.

b. DIVOs/DLCPOs will order shuttle/bus tickets for those NRS's that fall under his/her cognizance only.

c. DIVOs/DLCPOs will submit an Internal Request Document (IRD) for the number of shuttle/bus tickets projected for the upcoming month, and provide the Bulk Ticket Order Control Log, enclosure (1), to the NRD Purchasing agent at time of request.

d. LSO will contact Transcor, Inc. for the proper allocation of shuttle/bus ticket funding once the IRD and Bulk Ticket Order Control Log are received by the NRD purchasing agent and validated by the LSO.

e. DIVO's/DLCPO's will request shuttle/bus tickets via the Transcor, Inc. website at <https://www.etranscor.com/> once funding has been properly allocated by the LSO and they have properly logged in under their unique login and password issue by Transcor, Inc.

f. LSO will either approve or disapprove the official DIVO/DLCPO request via the Transcor, Inc. website based on available funding and verification of proper usage.

h. DIVOs/DLCPOs will forward a copy of their Bulk Ticket Order Control Log with the total amount of all tickets purchased and utilized to the NRD New Orleans' Defense Travel System (DTS) Coordinator via scanned email, by the 2nd working day of each month with the name of each applicant/Future Sailor that was issued a ticket.

i. DIVOs/DLCPOs will maintain the original Bulk Ticket Order Control until September 30th, and then forward to the LSO Department for long term storage.

j. Defense Travel System (DTS) Coordinator will provide the LSO a quarterly audit report no later than the 3rd day of the following month (i.e., Jan 3rd, April 3rd, July 3rd, Nov 3rd) via an excel spread sheet with the following data broken down by division: total applicant/Future Sailors that used the service by name, total trips to MEPS, total canceled trips, and total travel costs.

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k. LSO will perform the formal quarterly audit and submit a formal report to the Commanding Officer via, Executive Officer via the Chief Recruiter and Recruiting Operations Officer no later than the 5th day of the following month (i.e., Jan 5th, April 5th, July 5th, Nov 5th). The LSO will identify any discrepancies and provide recommendations for enhanced efficiencies and effectiveness of the program.

/s/
G. R. SHARP

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

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BULK TICKET ORDER CONTROL LOG

APPROPRIATION CHARGEABLE:

[illegible]

Enclosure (1)

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The following Navy Recruiting Stations are authorized pick-up and return points within the District. Any NRS requiring transport for an applicant/Future Sailor that does not have an approved site listed below must either transport the applicant/Future Sailor via government vehicle to the nearest NRS on the command approved Transcore, Inc route list or directly to the MEPS. All travel must be coordinated from and to the stations listed only.

For example, NRS Pensacola applicants/Future Sailors can be transported via government vehicle to NRS Mobile where they will then be authorized to ride the shuttle/bus from NRS Mobile to NOLA MEPS and back to NRS Mobile.

ROUTES TO MEPS NEW ORLEANS

NRS MOBILE
NRS SPANISH FORT
NRS LAFAYETTE
NRS HAMMOND
NRS BATON ROUGE (NORTH)
NRS BATON ROUGE (SOUTH)
NRS GAUTIER
NRS GULFPORT

(All Florida NRS below must transport Applicant/Future Sailors to NRS Mobile)

NRS PENSACOLA
NRS WARRINGTON
NRS FT. WALTON BEACH
NRS PACE

ROUTES TO MEPS JACKSON

NRS MERIDIAN
NRS STARKVILLE
NRS GREENVILLE
NRS NATCHEZ

Enclosure (2)

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ROUTES TO MEPS SHREVEPORT (Site use must be pre-approved by HQ)

NRS ALEXANDRIA
NRS MONROE
NRS RUSTON
NRS NATCHITOCHES

ROUTES TO MEPS MONTGOMERY (Site use must be pre-approved by HQ)

NRS PENSACOLA
NRS WARRINGTON
NRS FT. WALTON BEACH
NRS PACE